

PROCUREMENT MANAGEMENT STAFF, OL  
WEEKLY REPORT  
Week Ending 26 January 1988

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OLD report!

1. Status of Tasks Assigned by Senior Management:

(a) During this reporting period, Procurement Management Staff (OL/PMS) commenced its procurement management review (PMR) of the Office of Communications contract team. The PMR Team at this time consists solely of the team leader, [redacted] Personnel and Training Staff, OL, is expected to provided a start date for [redacted] which may be later than initially anticipated; the target date is 1 February. [redacted]

(2) On 21 January, the Chief, PMS/OL met with the Executive Officer and the Chief, Administrative Staff, Office of Leadership Analysis, Directorate of Intelligence, as part of the Director of Logistics visitation program. No unusual problems were noted and those in attendance considered the meeting a success. [redacted]

2. Major Events That Have Occurred During the Preceding Week:

a. Procurement Note (PN) Status:

PN 196, Agency Protest Procedures, is undergoing additional review by the Logistics and Procurement Law Division, Office of General Counsel. [redacted]

b. Policy Development

(1) [redacted] reviewed and updated contract clauses to conform to the Federal Acquisition Regulations, to the Federal Acquisition Circulars, and to the CIA Contracting Manual where applicable. [redacted]

(2) [redacted] researched and wrote a memorandum on the authority of the Source Selection Board. [redacted]

c. CONIF Activity:

CONIF input 88 contracts and 66 amendments into its system during the past week. [redacted]

[redacted]

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d. Training Activities:

25X1 (1) A Form 2420, with justification, has been prepared and submitted to the Office of Training and Education as a first step towards approval for an OL/PMS-sponsored workshop pertaining to interpersonal communications skills. [ ]

25X1 (2) Coordination of the February workshop, entitled "New Developments in Contract Law," was completed and notices were prepared and forwarded to all contract teams on 22 January. [ ]

25X1 (3) A categorized listing of all contracting officers (COs) with potential to teach procurement training courses was submitted to the Chief, PMS/OL. [ ]

25X1 (4) The Office of Development and Engineering was solicited for information on the training courses that component uses as a development path for its CO's technical representatives. This list was also submitted to the Chief, PMS/OL. [ ]

25X1 (5) Confirmation of the 25 to 29 January running of "Defense Fundamentals of Incentive Contracting" was obtained from the Navy Training Coordinator. A letter of instruction about the course and directions was forwarded to each attendee. Twenty-three employees are scheduled to attend this course. [ ]

3. Upcoming Events:

25X1 (a) The Chief, PMS/OL and [ ] will attend "The 1988 Government Contracts Year in Review" conference, to be conducted 27 through 29 January at the Omni Shoreham Hotel in Washington, D.C. [ ]

25X1 (b) [ ] is attending the Advanced Contract Law course sponsored by Management Concepts, Inc., this week. [ ]  
25X1 [ ] is in his third and final week of a course that is  
25X1 part of the Career Training Program. [ ]

4. Management Activities and Concerns:

25X1 OL/PMS will continue to keep senior management apprised of significant management activities and concerns as appropriate.  
[ ]

C O N F I D E N T I A L